

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2005**

**POSITION TITLE: POLICE SERVICE AIDE**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to provide support for Traffic and Road Patrol Police Officers and ensure safety of public using City park and recreation facilities. Employees in this classification perform non-routine clerical, investigative, inspection and protective work. Position is responsible for preparing police reports, responding to calls for assistance, investigating accidents, patrolling City parks and recreation facilities, and issuing citations for infractions. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Patrols in marked police units; answers and responds to calls.

Investigates accidents and prepares accident and incident reports.

Issues citations for parking and other infractions of the law.

Makes scheduled and unscheduled patrols in City parks and recreation areas.

Monitors and safeguards City facilities and equipment; reports dangerous situations or unsafe facilities.

Monitors activities in City parks and facilities; notes any activity that poses a threat to citizens; quells or reports such activities as necessary.

Conducts crime prevention awareness programs for public and private groups.

Assists at crime scenes and at special activities or events.

Enters and cancels information on Teletype machine.

Accepts and processes subpoenas for sworn and non-sworn personnel.

Researches and provide information to staff and public.

Performs minor vehicle maintenance; operates and makes minor repairs on computers.

Prepares periodic reports and logs such as vehicle logs, daily logs, and overtime slips.

Attends seminars and classes to maintain or improve technical and professional skills.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or GED; supplemented by vocational/technical training in law enforcement; supplemented by up to six (6) months previous experience and/or training; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

State of Florida Driver's License

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual of probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situation Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depts. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, Electrical currents, violence, bright/dim light, noise extremes, machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DEPARTMENTAL USE ONLY

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|-----------------|-------------------------------|
| Classification: | General                       |
| Grade:          | 10                            |
| Salary Range:   | \$31,316- \$38,517 - \$45,410 |
| Date Approved:  | 3/14/05                       |